

Date: September 8, 2016
To: UVU Board of Trustees
From: Linda Makin, Vice President, Planning, Budget, and Human Resources
Cara O’Sullivan, Policy Officer
Re: Policies for September 8, 2016, Board of Trustees Meeting

The following policies are presented to the Board of Trustees for approval:

Policy 251 *Traveling on University Business* (Temporary Emergency)

Sponsor: Val Peterson

Steward: Scott Wood

Summary: The current general travel policy is out of date with university practice. The proposed policy reflects university practice and changes resulting with the recent implementation of Concur, an online travel authorization and expense reimbursement system.

Policy 252 *International Travel for Students, Faculty, and Staff* (Temporary Emergency)

Sponsor: Jeff Olson

Steward: Baldomero Lago

Summary: International travel for university students, faculty, and staff represents both invaluable educational opportunity and great risk and liability. This new policy establishes procedures for authorizing travel abroad and the requirements for preparing and conducting international travel.



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Proposed Policy Number and Title: 251 Traveling on University Business		
Existing Title: 206 Travel		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 2, August 24, 2016</u>	
President's Council Sponsor:	<u>Val Peterson</u>	Ext. _____
Policy Steward:	<u>Scott Wood</u>	Ext. _____

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>10/11/2012</u> University Entities Review Entrance Date: <u>Not applicable</u> University Community Review Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u> Board of Trustees Review Entrance Date: <u>08/24/2016</u> Approval Date: <u>MM/DD/YYYY</u>	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: <u>MM/DD/YYYY</u>

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POLICY TITLE	Traveling on University Business (Temporary Emergency)	Policy Number	251
Section	Financial Affairs and Development	Approval Date	
Subsection	Travel	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 Utah Valley University supports travel for bona fide university business and education purposes. The University provides opportunities for students, faculty, staff, and other authorized individuals to travel to attend conferences or professional organization meetings, conduct research, study cultures and languages, promote collaboration with peer institutions, represent the University, and for other sanctioned academic, administrative, and student activities. This policy outlines the approval process for travel, conduct and safety policies, expense reimbursement procedures, and other related requirements that mitigate risks associated with travel.

2.0 REFERENCES

2.1 20 USC 1092(f) *Jeanne Clery Act*

2.2 49 USC 40118 *Fly America Act*

2.3 Utah Administrative Code R25-7 *Travel-Related Reimbursements for State Employees*

2.4 Utah Code 58-37 *Utah Controlled Substances Act*

2.5 UVU Policy 162 *Sexual Misconduct*

2.6 UVU Policy 201 *General Fiscal Policies and Procedures*

2.7 UVU Policy 204 *Appropriateness of Expenditures*

2.8 UVU Policy 210 *Independent Contractors*

2.9 UVU Policy 252 *International Travel for Students, Faculty, and Staff*

2.10 UVU Policy 371 *Corrective Actions and Termination for Staff Employees*

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2.11 UVU Policy 405 *Fleet Operations*

2.12 UVU Policy 407 *Clery Act: Campus Safety and Security*

2.13 UVU Policy 541 *Student Rights and Responsibilities Code*

2.14 UVU Policy 648 *Faculty Personnel Reduction*

3.0 DEFINITIONS

3.1 Allowable expense: A necessary, reasonable, and appropriate expense that is incurred by an approved traveler in accordance with university policy and is therefore eligible for reimbursement.

3.2 Domestic travel: Travel within or between any of the states and/or territories/possessions of the United States of America.

3.3 Extended-day travel: Travel on bona fide university business that does not require an overnight stay but does require the traveler to be away from his or her normal place of employment for 10 hours or more and a distance of at least 100 miles (one way).

3.4 Home Base: The location from which travel distance is calculated. For the purpose of this policy, Home Base is defined as Utah Valley University's main campus, located in Orem, Utah.

3.5 International travel: Travel to any country or region outside the United States and its territories/possessions, or as specifically defined by contracting agencies.

3.6 Per diem: The maximum daily allowance for certain reimbursable expenses.

3.7 Program director: A full-time university employee designated to supervise a student group participating in a university-authorized domestic or international travel program.

3.8 Proper receipt: A receipt, invoice, registration form, or other qualifying documentation provided by the vendor or lodging establishment where an eligible, business-related expense was incurred. For expense verification purposes, proper receipts must contain the name and address of the business, date and time of purchase, itemization of charges, amount paid, and method of payment. Proper receipts for lodging establishments must also include the rate charged, names of guest(s), and date(s) of occupancy.

3.9 Traveler: An individual authorized through this policy to travel on bona fide university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses



of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, etc.

3.10 Travel reimbursement: Repayment by the University to an authorized traveler for certain eligible expenses incurred while traveling on bona fide university business.

4.0 POLICY

4.1 Scope and Applicability

4.1.1 To ensure the safety of individuals participating in university-authorized travel, the University establishes travel authorization, conduct and safety, insurance, and expense verification/reimbursement requirements.

4.1.2 The requirements established within apply to all individuals who participate, in any capacity, in university-authorized travel. Travel authorized prior to the enactment of this policy shall be bound by the policies and procedures in place at the time the travel was approved by the University.

4.1.3 If travel is not authorized and executed under the requirements of university policy, individuals who thereafter determine to travel without the University's authorization do so at their own risk, assuming all responsibility for costs incurred, harm, complications, detention, and/or death, thereby absolving and releasing the University from all risk, liability, and responsibility for, or associated with, the unauthorized travel.

4.2 Conduct and Safety

4.2.1 Travelers must comply with all applicable university policies and codes of conduct, travel program stipulations, and with the local, state, federal, and international laws of the areas to which they travel. The University shall neither intercede on behalf of travelers who violate any law nor attempt to protect violators from the legal consequences of their actions.

4.2.2 Travelers who violate university policy shall be subject to immediate disciplinary action, including but not limited to warnings, restricted or limited participation in travel activities, revocation of approved travel status, and/or mandatory return to campus. Travelers returned to campus prior to the originally scheduled departure may be required to reimburse the University in full for the associated costs and fees of their return.

4.2.3 Travelers who violate university policy may also be subject to additional disciplinary sanctions up to and including termination/expulsion, as outlined in Policy 541 *Student Rights and Responsibilities Code* (students), Policy 371 *Corrective Actions and Termination for Staff Employees* (staff), Policy 648 *Faculty Personnel Reduction* (faculty), and/or other applicable university policies.

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4.2.4 As a part of program curriculum requirements, any activity, event, excursion, etc. organized by a university travel program shall be considered an extension of the university classroom, and shall therefor be governed by the same policies and codes of conduct.

4.2.5 Designated program directors supervising university travel groups shall be responsible for the enforcement of university policies, codes of conduct, and travel program requirements.

4.2.6 Travelers shall neither possess nor use any narcotic, illegal drug, or controlled substance, except as permitted by the *Utah Controlled Substances Act*.

4.3 Mandatory Reporting

4.3.1 As mandated by federal law and in accordance with university Policy 407 *Clery Act: Campus Safety and Security*, university employees who are traveling with students are required to promptly report to the Chief of UVU Police and the Title IX Coordinator instances of Clery-reportable crimes (as outlined in Policy 407) that are reported to them. In addition, university employees who are traveling with students shall promptly report instances of sexual harassment, discrimination, and/or misconduct that they become aware of to the Title IX Coordinator, in accordance with the procedures outlined in Policy 162 *Sexual Misconduct*.

4.4 Travel Expense Verification

4.4.1 All travel expenses paid, or to be paid, with university funds shall be subject to verification and approval through the appropriate forms and documentation. Travelers are responsible for ensuring that such travel expenses are permitted under this policy, are for bona fide university business, and are fully documented in accordance with university policies and guidelines.

4.4.2 When travel expenses are to be paid in part by non-university sources, only eligible expenses not paid from other sources shall be paid/reimbursed by the University, subject to the provisions of this policy. Travel expenses incurred on sponsored funds or grants must also follow the sponsor's/grant's rules and guidelines.

4.4.3 Individuals who authorize travel or verify travel expenses on behalf of the University are responsible for ensuring that proposed travel is justified for the operation of the University and its mission, as outlined in Policy 204 *Appropriateness of Expenditures*, and for verifying that all travel expenses comply with university policy and are a prudent use of university funds, adequately documented, and submitted and accounted for within the required timeframes established by university policies and guidelines.

5.0 PROCEDURES

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5.1 Travel Authorization

5.1.1 Travelers shall submit travel requests and obtain required approvals in accordance with university guidelines prior to travel. Program directors are responsible for submitting travel requests on behalf of their travel groups.

5.1.2 Authorization of university travel is required for

- 1) All in-state travel that requires an overnight stay;
- 2) All domestic travel; and
- 3) All international travel.

5.1.3 International travel approval procedures are outlined in Policy 252 *International Travel for Students, Faculty, and Staff*.

5.1.4 Non-employee travel shall be preapproved by a dean, department head, or vice president. Travel expenses for individuals who are not employees of the University but who are providing services to the University, such as consultants, speakers, lecturers, and visiting professors and students (scholars), are reimbursed in accordance with the terms and conditions and vendor payment procedures outlined in Policy 210 *Independent Contractors*.

5.2 Liability Insurance

5.2.1 University general liability insurance covers employees for liabilities that may be incurred directly from the scope of their employment activities, including activities undertaken while traveling domestically on university business. University general liability insurance does not cover employees traveling internationally.

5.2.2 University general liability insurance covers students for liabilities that may be incurred from participating in activities essential to and required by their course of study, including those activities undertaken while traveling domestically with a university program. Students engaged in travel that is not required to fulfill university requirements (e.g., non-credit and/or personal travel) are not covered by university general liability insurance. University general liability insurance does not cover students traveling internationally.

5.2.3 Additional insurance requirements for international travelers are outlined in Policy 252 *International Travel for Students, Faculty, and Staff*.

5.2.4 Insurance coverage for non-employees or for volunteer workers shall be specified by contract or agreement.

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5.2.5 Damage or loss to personal property is not covered by university general liability insurance.

5.3 Air Transportation

5.3.1 Travelers are encouraged to make airline reservations through the University's Travel Office. The University and the State Travel Office have contracted with various airlines and travel agents to provide rates that are cost beneficial to the University and traveler. State contract rates are not available for personal travel.

5.3.2 When traveling with a personal guest, airline reservations may be booked through the Travel Office to ensure that the flights are together; however, university funds may not be used to pay for guest travel.

5.3.3 Travel funded, in part or in full, through federal grants or contracts must comply with the *Fly America Act* by using a US air carrier even when a non-US carrier would be more cost-effective or convenient. Exceptions to this rule may be allowed under certain circumstances as permitted by law and must be well documented and approved in advance. Travelers may direct questions pertaining to this stipulation to the Office of Sponsored Programs, the principal investigator, or the project director of the specific federal grant or contract.

5.4 Ground Transportation

5.4.1 Travelers may use private or rental vehicles in lieu of air transportation with preapproval from the appropriate supervisor. Rental vehicles may be used for extended-day travel only when such method of travel is more advantageous to the University and with the approval of the traveler's appropriate supervisor.

5.4.2 Rental vehicle reservations booked through the Travel Office using State of Utah contracts include insurance coverage for domestic travel (excluding US territories). When traveling within areas covered by this insurance, additional insurance coverage is not required and shall not be paid for/reimbursed with university funds. When traveling outside the insurance coverage areas, additional insurance should be purchased and is eligible for reimbursement. If the traveler books their own rental vehicle outside of a state contract, drivers are required to be insured, in full compliance with applicable laws and regulations, the expenses of which shall not be paid for/reimbursed with university funds. The University is not responsible for reimbursing the traveler for any damage, maintenance, or collision-related expenses.

5.4.3 Mileage shall be calculated from Home Base, unless it is more essential and prudent to calculate mileage from the traveler's personal residence. Mileage is calculated by state road map, chart, or odometer reading. Travelers must specify their destination and any other stops made for mileage credit; otherwise, only the destination and return mileage shall be honored. Mileage

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rates are all-inclusive; additional itemized expenses related to such travel, such as vehicle maintenance costs, traffic/parking violation fines, etc., shall not be paid for/reimbursed with university funds.

5.4.4 When using a private or rental vehicle in lieu of air travel, travelers shall be reimbursed *either* at the current mileage rate multiplied by the miles driven, *or* for the amount equivalent to the lowest available airfare (identified by the Travel Office) plus airport transportation costs and airport parking at the current long-term parking rate, *whichever is less*.

5.4.5 Eligible travelers may lease university vehicles through the University's Fleet Operations in accordance with university requirements and procedures and Policy 405 *Fleet Operations*. Chartered transportation may be scheduled by contacting Purchasing.

5.5 Lodging

5.5.1 For expense verification or reimbursement, lodging expenses must be documented on travel expense reports and supported with proper receipts. Only the single occupancy rate is reimbursable.

5.5.2 Travelers may use non-conventional lodging (e.g., personal recreation vehicles, lodging with friends/relatives, overnight camping, etc.) in accordance with university guidelines.

5.6 Meal Allowances

5.6.1 Expenses for meals incurred during approved travel are reimbursable. Travelers may choose to use the current per-diem rate for meals or be reimbursed for the actual meal cost (not to exceed the current per-diem rate). Travelers may choose to combine reimbursement methods during a trip; however, only a single method of reimbursement may be used per day.

5.6.2 The per-diem meal allowance is all-inclusive. Additional expenses associated with the meal, such as sales tax, tips, etc., are considered part of the allowance.

5.6.3 When there is no overnight stay, meals may be reimbursed only if they are taken with non-employees and are for a business purpose. The traveler shall provide the names of the non-employees and explain the purpose on the travel expense report.

5.6.4 The value of meals included in the registration fee of a function, or complimentary meals offered by lodging facilities, shall be deducted from the total per-diem allowance. Meals provided by airlines and continental breakfasts, where no hot food item is served, shall not reduce the meal allowance.

5.7 Miscellaneous Expenses

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5.7.1 Miscellaneous expenses, such as baggage fees, parking fees, and transportation costs (including public transportation fares, taxi/limousine services), shall be reimbursed for actual out-of-pocket costs. Such expenses should be well documented in accordance with university requirements and guidelines.

5.7.2 Travelers may be reimbursed for long-term parking or away-from-the-airport parking. The maximum reimbursement for parking, whether travelers park at the airport or away from the airport, is the economy-lot parking rate for the departure airport.

5.7.3 Conference registration fees shall be paid using a department procurement card, travel card, or by submitting the registration form with the purchase order indicated on the form to the Accounts Payable office for payment.

5.8 Unsubstantiated/Unallowable Expenses

5.8.1 Expenses not directly related to and required for official university travel, or that are incurred for the personal use or convenience of the traveler, shall not be reimbursed. Examples of such expenses include but are not limited to

- 1) Personal entertainment expenses, such as pay TV, movie or game rentals, health club fees, sight-seeing tours, hospitality events, etc.;
- 2) Damages or losses of personal property;
- 3) Expenses incurred by a spouse or personal guest during travel;
- 4) Program loyalty credits used to pay for airline travel, lodging reservations, upgrades or discounts, and/or other travel expenses;
- 5) Expenses for travel associated with typical employment duties, such as commuting between home and place of employment; and
- 6) The purchase of alcohol, tobacco, or other recreational substances.

5.9 Travel Advances

5.9.1 Certain eligible travelers may request travel advances in accordance with university guidelines.

5.9.2 Travel advances are considered personal loans. Funds advanced to the traveler must be accounted for within 30 days of returning from travel. Travel advance payments exceeding actual bona fide travel expenses shall be returned to the University in the amount of the overpayment.



5.9.3 Travel advances that have not been accounted for within 30 days of travel shall be deducted from the traveler's payroll check in accordance with Utah State law.

5.10 Travel Expense Verification and Reimbursement

5.10.1 A completed travel expense report along with all receipts must be submitted to the Travel Office within 30 days of return from travel. Reports that are not submitted within 30 days may not be honored by the University.

5.10.2 Travel expense reports must include a proper receipt for each individual expense of 25 US dollars (USD) or more. Expenses less than 25 USD without a receipt shall be itemized and explained. If the approved travel was for a seminar, conference, convention, or similar function, a copy of the agenda/schedule of events should also be included.

5.10.3 A proper receipt shall be included for expense verification for lodging accommodations, including campgrounds and trailer parks if applicable.

5.10.4 Travel expense receipts that include guest charges should be itemized to reflect only the charges of the authorized traveler on travel expense reports. All guest-incurred expenses shall be deducted from the reimbursement request. Lodging receipts should indicate a single rate. If a traveler hosts an eligible business meal with others while in travel status, the University shall reimburse this particular meal based on the receipt. A list of those attending the meal should be attached to the receipt.

5.10.5 The amount(s) of travel advances granted to the traveler shall be deducted from the final reimbursement amount.

5.10.6 When paying for expenses in foreign currencies, travelers are reimbursed in US dollars at the actual exchange rate for the travel period. A foreign-currency exchange receipt or a credit card billing statement can support the exchange rate.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



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POLICY TITLE	Travel	Policy Number	206
Section	Financial Affairs and Development	Approval Date	September 17, 1992
Subsection	General Financial Policies	Effective Date	September 17, 1992
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 It is the policy of the University that all reasonable expenses for official travel will be reimbursed in accordance with the guidelines set forth below. It is recognized that exceptions are necessary from time to time and these should be cleared, in advance if possible, with the appropriate vice president or his or her authorized representative.

5.0 PROCEDURES

5.1 Reimbursement—Forms of Travel

5.1.1 Airplane—Air coach (or other intermediate class) should be used in the interest of economy. Ticket stubs must be attached to the request for reimbursement when airline tickets are not prepaid.

5.1.2 Motor Pool—All individuals using UVU Motor Pool vehicles are required to use the available credit cards provided by the University when purchasing fuels, oil, and minor repairs. In areas where the available credit cards are not accepted, personal funds may be used. Authorization and reimbursement of personal funds are limited to the following uses:

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1) To purchase vehicle fuels and oil products necessary to maintain manufacturers recommended fluid levels.

2) Minor repairs limited to the replacement of fuses, burned out lamps, lenses, flat tires, or other minor expenses that do not exceed \$50.

3) Emergencies that exceed \$50 when authorization is unavailable because of late hours, weekends, or unavailable phone service. Good judgment must be exercised as to the emergency status and cost. Poor judgment with unnecessary high cost may not be reimbursed if other means could have been used. In all reimbursements, the individual must have exhausted all the available UVU credit cards. If personal funds are used, good judgment must be exercised for minimal cost. Call UVU Motor Pool for authorization when applicable. A receipt for all charges is necessary before a reimbursement is approved.

5.1.3 Automobile—Travel by private auto is reimbursable at the current rate per mile provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Necessary extra costs for food and lodging while in route are not reimbursable if the traveler is reimbursed on a mileage basis in preference to air travel or other public transportation. Contact the Business Office for current mileage rate.

5.1.4 Rental Automobile—Rental autos may be used when such travel is more advantageous to the University than the use of taxis or other means of transportation. Advance reservations for compact automobiles should be requested. Receipts must be attached to request for reimbursement.

5.1.5 Taxi and Limousine Service—Fares including reasonable tips are allowable if no other reasonable public transportation is available. Receipts must be attached to request for reimbursement.

5.2 Reimbursement—Lodging and Meals

5.2.1 Meals—A full day's per diem for meals and tips is reimbursable if traveler leaves before 7 a.m. and returns after 7 p.m.; otherwise, traveler is reimbursed a separate amount for breakfast, lunch, and dinner. When there is no overnight stay, meals may be reimbursed only if they are with non-employees and are for a business purpose; the traveler must provide the names of the non-employees and explain the purpose on an attachment to the travel reimbursement form.

5.2.2 Hotel—Actual reasonable hotel expenses are reimbursable when supported by vouchers and when staying at conference hotel; or if conference hotel is filled, one that is recommended by the conference. (No maximum is established since it is recognized that reasonable expenses differ according to size of the town and the area of the country.)

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~~5.2.3 Advances—If estimated travel expenses are to exceed \$200 and have administrative approval; an employee may be given an advance allowance of up to seventy five percent of the estimated out of pocket expenses.~~

5.3 In-State Overnight Travel

~~5.3.1 Employee Liability—All employees are responsible to the University to account for all expenses encountered which are to be paid by the University, with receipts where appropriate. Any money advanced to employees is advanced as a personal loan, which within 10 days after returning from the trip, must be accounted for on a travel reimbursement voucher or returned to the university cashier, returning cash receipt copy with other receipts to the Business Office. Any advances not so accounted for may be deducted from the employee's payroll check. All travel advances that have not been cleared within 30 days will be deducted from the employee's payroll check.~~

~~5.3.2 Request for In-State Overnight Travel Authorization—Must be approved by the next level of supervision in advance of date of trip.~~

~~5.3.3 Travel Reimbursement Vouchers—Should be submitted within 10 days after completion of travel and must be submitted within 30 days after completion of travel for a reimbursement. Any travel reimbursements not submitted within 30 days after returning may not be honored by the university.~~

~~5.3.4 Travel for Outside Agencies—The University will not handle any travel requests or reimbursements for travel that is to be paid by any outside agency.~~

~~5.3.5 Mileage—Will be computed from the latest official state road map or chart or odometer reading. Traveler must specify destination and any other stops made for mileage credit; otherwise only the destination and return mileage will be honored. Please contact the Business Office for the current mileage rate. This mileage rate is all inclusive and additional expenses such as short term parking, storage, traffic violations, etc., will not be allowed.~~

~~5.3.6 Taxi and Limousine Service—Fares including reasonable tips are allowable if no other reasonable public transportation is available. Please include receipt or ticket.~~

~~5.3.7 Rental Automobiles—Rental autos may be used when such travel is more advantageous to the University than the use of taxis or other means of transportation. Advance reservations for compact automobiles should be requested. Receipts must be attached to request for reimbursement.~~

~~5.3.8 Registration Fees—May be reimbursed only with prior approval by the next level of supervision. If a registration fee is to be prepaid by the University, it should be so indicated on~~

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the request for travel authorization and a requisition must be submitted to the Business Office with price verification (copy of brochure, etc.) attached.

5.3.9 Expenses Not Reimbursable—Expenses not pertinent to a conference, convention, or seminar will be considered personal expenses not reimbursable by the University, i.e., sightseeing tours, shows, hospitality events, etc.

5.3.10 Travel Advances—If estimated travel expenses are to exceed \$200 and have administrative approval, an employee may be given an advance allowance of up to seventy five percent of the estimated out-of-pocket expenses.

5.3.11 School Credit Cards—are available to employees without an annual fee. Employees are responsible for paying the charges and submitting proper documentation to be reimbursed.

5.3.12 In-State Meals—Please contact the Business Office for per diem amount of meals in-state.

1) The allowance is all inclusive. Additional expenses such as sales tax, tips, etc., are considered to be part of the allowance as shown. To qualify for a full day meal allowance the traveler must depart before 7:00 a.m. and arrive home after 7:00 p.m.

2) When there is no overnight stay, meals may be reimbursed only if they are with non-employees and are for a business purpose; the traveler must provide the names of the non-employees and explain the purpose on an attachment to the travel reimbursement form.

5.3.13 In-State Lodging—Lodging costs in the state of Utah shall be reimbursed to **actual cost** of the room. Specify single rate if a non-employee accompanies traveler. Only single rate is reimbursable. The allowance is all inclusive.

1) A proper receipt for lodging accommodations must accompany each request for reimbursement. A "proper" receipt is a copy of the check-out bill, generally used by motels and hotels. Credit card receipts and registration cards are not acceptable. Please indicate business phone calls separately from hotel costs.

2) When an individual stays with friends or relatives, an allowance of \$10.00 per night shall be granted, provided the travel reimbursement form is accompanied by a statement from the traveler indicating the name of the person with whom the traveler stayed, the night or nights stayed, and the address and telephone number of the person.

5.3.14 Receipts—Receipts are required for lodging, air fare, registration fees, limousine, taxi, telephone calls, and other expenses, and must accompany travel reimbursement vouchers. To be considered a valid receipt, it must include the date, name of business, and have the amount clearly identified. Adding machine tapes are **not** acceptable. Lodging receipts should show single rates for single accommodations. If a taxi receipt is not easily obtained, please have driver sign

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his or her name on traveler's business card, including badge or car number. Also include purpose and destination of ride.

5.4 Out-of-State Travel

5.4.1 Utah Valley University employees contemplating out-of-state travel for themselves, their staff, or students must advise their appropriate administrator in writing of the nature of the travel and are authorized to proceed with the travel only after the administrator has satisfied himself or herself that:

1) The travel is within the bounds of the business of the University or is required for a credit course; or

2) The travel does not fall within 1 above and approved assumption of risk and waiver forms have been signed and filed with the person responsible for risk management, and the President has approved the travel either (a) subject to obtaining additional liability insurance coverage; or (b) without additional insurance coverage.

5.4.2 If an administrator determines, after review of a staff member's written request for out-of-state travel, that the travel is not within section 5.4.1, bullet 1, the administrator will:

1) Submit the request to the President, together with a suggested amount of additional coverage above the \$250,000 (per personal injury) \$500,000 (per occurrence personal injury) \$100,000 (per occurrence property damage) coverage now provided by the State Office of Risk Management and a note of the cost for that additional coverage; and

2) Authorize the out-of-state travel only upon approval by the President.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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Proposed Policy Number and Title: 252 International Travel for Students, Faculty, and Staff (Temporary Emergency)		
Existing Policy Number and Title:		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
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*See UVU Policy #101 *Policy Governing Policies* for process details.

Draft Number and Date:	Stage 2, August 24, 2016	
President's Council Sponsor:	Val Peterson	Ext.
Policy Steward:	Scott Wood and Baldomero Lago	Ext. 8222 and 7301

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>08/22/2016</u> University Entities Review Entrance Date: <u>Not applicable</u> University Community Review Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u> Board of Trustees Review Entrance Date: <u>08/24/2016</u> Approval Date: <u>MM/DD/YYYY</u>	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: <u>MM/DD/YYYY</u>

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UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY TITLE	International Travel for Students, Faculty, and Staff (Temporary Emergency)	Policy Number	252
Section	Financial Affairs and Development	Approval Date	
Subsection	Travel	Effective Date	
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Utah Valley University supports international travel for bona fide university business and education purposes. The University provides opportunities for students, faculty, and staff to travel to attend conferences or professional organization meetings, conduct research, study cultures and languages, promote collaboration with peer institutions, represent the University, and for other sanctioned academic, administrative, and student activities. This policy outlines the authorization process for international travel, ensures university compliance with federal Export Control regulations, establishes safety and security procedures, and addresses other related requirements to mitigate the risks associated with international travel.

2.0 REFERENCES

- 2.1** 49 USC 40118 *Fly America Act*
- 2.2** US Department of State “Travel Alerts and Warnings”
- 2.3** UVU Policy 162 *Sexual Misconduct*
- 2.4** UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.5** UVU Policy 204 *Appropriateness of Expenditures*
- 2.6** UVU Policy 251 *Traveling on University Business*
- 2.7** UVU Policy 407 *Clery Act: Campus Safety and Security*

3.0 DEFINITIONS

3.1 Accompanying adult: An individual 18 years of age or older who is not affiliated with the University but has been approved to accompany a university employee participating in university

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travel programs. This term does not apply to adults not affiliated with the University who are formally registered to participate in extracurricular (non-credit) travel programs.

3.2 Accompanying minor: An individual younger than 18 years of age who is not currently enrolled at the University but has been approved to accompany a university employee (who is his or her parent or legal guardian) participating in credit-bearing university travel programs.

3.3 CDC Level 3 Warning: A warning issued by the Centers for Disease Control and Prevention indicating that travel to a stated area is high risk and non-essential travel should be avoided. The warnings arise from concerns about disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers' health.

3.4 Export Control: US laws restricting the shipment, transmission, and transfer of certain items, software, technology, and services from the United States to foreign countries, and the restriction of "deemed exports," which are releases of controlled technology and software source code, visually or verbally, to foreign nationals located in the United States.

3.5 International travel: Travel to any country or region outside the United States and its territories/possessions, or as specifically defined by contracting agencies.

3.6 Program director: A full-time university employee designated to supervise a student group participating in a university-authorized domestic or international travel program.

3.7 Travel Alert: A communique issued by the US Department of State to identify a particular country or region where short-term events, such as inclement weather, demonstrations, elections, outbreaks of contagious disease, or elevated risks of terrorist attacks, may pose imminent risks to the security of US citizens. Travel Alerts are canceled when such events have passed.

3.8 Traveler: An individual authorized through this policy to travel on bona fide university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, etc.

3.9 Travel Warning: A communique issued by the US Department of State that strongly warns US citizens against travel in identified countries or regions where long-term conditions, such as unstable government, civil war, ongoing intense crime or violence, embassy closures, or frequent terrorist attacks, may make travel dangerous for US citizens. US government employees generally are not permitted to conduct official or personal travel to a country under a travel warning. Travel Warnings remain in place for as long as the conditions persist and until the country/region stabilizes.



4.0 POLICY

4.1 Scope and Applicability

4.1.1 To ensure the safety of individuals participating in university-authorized international travel, the University establishes travel authorization, insurance, security, and training requirements. Travelers, defined above as individuals authorized through this policy to travel on bona fide university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses of which are paid, in full or in part, by university funding, along with their accompanying adults and minors, must comply with the requirements established in this policy.

4.1.2 Travel authorized prior to the enactment of this policy shall be bound by the policies and procedures in place at the time the travel was approved by the University.

4.1.3 In addition to the requirements established in this policy, travelers are responsible for adhering to Policy 251 *Traveling on University Business*.

4.1.4 If travel is not authorized and executed under the requirements of university policy, individuals who thereafter determine to travel without the University's authorization do so at their own risk, assuming all responsibility for costs incurred, harm, complications, detention, and/or death, thereby absolving and releasing the University from all risk, liability, and responsibility for, or associated with, the unauthorized travel.

4.1.5 University employees who violate this policy, including but not limited to failing to obtain travel clearance from the University's International and Multicultural Studies (IMS) office and/or failing to comply with the training, release, and other requirements set forth by IMS, may be subject to discipline, up to and including suspension of university international travel privileges and/or termination of employment.

4.2 International Travel Requirements

4.2.1 Travelers must comply with the training, release completion, and other requirements set forth by IMS.

4.2.2 University employees must obtain travel clearance through IMS for themselves and any additional travel participants (students, accompanying adults and minors, etc.) before travel. University employees are responsible for ensuring IMS has a complete record of all persons who intend to travel in any capacity (including accompanying adults and minors), in full or in part, with a university-authorized international traveler or travel group.

4.2.3 Travelers shall comply with all federal Export Control laws.

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4.2.4 International travelers shall ensure that all necessary passport and visa arrangements have been completed prior to the proposed travel date.

4.2.5 Travel insurance acquired through IMS is required for all international travelers, including any accompanying adults and/or minor children.

4.2.6 Travel funded, in part or in full, through federal grants or contracts must comply with the transportation requirements established in the *Fly America Act*.

4.2.7 To ensure compliance with the terms and conditions of externally sponsored programs, advance approval by the Office of Sponsored Programs and the University's Compliance Officer is required for all foreign travel paid from external funds, including federal grants and contacts.

4.3 Traveling Internationally with Students

4.3.1 University student groups traveling internationally must be supervised by a program director. Undergraduate students are not permitted to travel on university business or university-sponsored activities (except student internships) without being accompanied by a university employee with experience in the area to which the students are traveling.

4.3.2 Students participating in international internships may travel unaccompanied, as long as the student completes all internship program requirements, including signing a university travel waiver before traveling to the internship location.

4.4 Accompanying Adults and Minors

4.4.1 Students traveling as part of a study abroad or other international travel group may not bring accompanying adults or minors with them. An accompanying adult may be approved by the Senior Vice President of Academic Affairs (SVPAA). Upon approval by IMS and completion of the University's required agreements and releases, adults not affiliated with the University may accompany a university employee on a study abroad or other international travel group. In such a case, the role of the accompanying adult(s) must be agreed upon in advance, and in writing, between the individual, the program director, and IMS. In no event may an accompanying adult be assigned any supervisory or other university work duties without approval by IMS and Human Resources. Upon approval by IMS and completion of the University's required agreements and releases, minors may accompany a university employee or an approved accompanying adult on a study abroad or other international travel group. The University reserves the right to impose limits and/or conditions on the role, activities, and presence of any adult or minor who accompanies the program. Such limits or conditions shall derive from programmatic concerns related to health, safety, or security as determined by the University. The presence of accompanying adults may not disrupt or alter the study abroad or travel program in any way.

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4.4.2 The program director(s) of a travel program must be available at all times to respond to student needs or emergencies. For this reason, it is not recommended that program directors, other university employees, or accompanying adults be accompanied by minor children while participating in university travel programs. In certain circumstances, minor children (for whom a traveler has legal guardianship) may be permitted to accompany university employees on international travel programs with the approval of the program director(s) and IMS, and with the completion of, by the minor's parent(s) or legal guardian(s), the University's agreements and releases related to such travel.

4.4.3 Accompanying minors must be accompanied by, and under the direct supervision of, an adult having no formal or informal role in the program (i.e., a full-time caretaker) at all times. The presence of accompanying minor children may not disrupt or alter the travel program in any way.

4.4.4 Travelers authorized to bring accompanying minors must ensure that all international customs and border patrol requirements pertaining to minor children (both for the United States and for the areas to which they are traveling) are met prior to departure.

4.4.5 In addition to the requirements of this policy, travelers authorized to bring accompanying adults/minors shall also be responsible for the policies pertaining to guest travel set forth in Policy 251 *Traveling on University Business*.

4.4.6 Adults who are not affiliated with the University and not accompanying a university employee (i.e., accompanying adult) may participate in extracurricular (non-credit) travel programs when formally registered with IMS and after program participation priority is given to current students.

4.5 University Response to US Department of State Risk Advisories

4.5.1 The University endeavors to monitor regions and countries for which the US Department of State issues Travel Alerts or Travel Warnings, for regions under a CDC Level 3 Warning, and for countries under sanctions or embargo by the US Department of Treasury where travel by university employees or students might occur.

4.5.2 As set forth in sections 5.3 and 5.4 below, the University may prohibit or suspend travel to regions or countries where Travel Alerts or Travel Warnings have been issued. In addition, the University may prohibit or suspend travel to regions or countries experiencing serious outbreaks of infectious disease upon the advice of the University's infectious disease specialist, Emergency Risk Management, and/or warnings from organizations such as the US Centers for Disease Control and Prevention. The University reserves the authority to cancel or suspend travel to such regions or countries.



4.5.3 Except in very limited circumstances as authorized by the SVPAA, the University may not authorize or otherwise sponsor any international academic or extracurricular project in any country or region for which the US Department of State currently has ordered the withdrawal of all US citizens and non-emergency personnel. This restriction shall apply through the date of departure.

4.6 Mandatory Reporting

4.6.1 As mandated by federal law and in accordance with university Policy 407 *Clery Act: Campus Safety and Security*, university employees who are traveling with students internationally are required to promptly report to the Chief of UVU Police and the Title IX Coordinator instances of Clery-reportable crimes (as outlined in Policy 407) that are reported to them. In addition, university employees who are traveling with students internationally shall promptly report instances of sexual harassment, discrimination, and/or misconduct that they become aware of to the Title IX Coordinator, in accordance with the procedures outlined in Policy 162 *Sexual Misconduct*.

4.7 Driving Motor Vehicles while Abroad

4.7.1 Absent exceptional circumstances approved by the program director, students shall not be permitted to drive any motorized vehicle while participating in university-sponsored international travel programs, regardless of whether the student is familiar with the area or the local driving laws and customs. In countries where driving laws are significantly different from those in the United States, such as the United Kingdom, Hong Kong, Australia, or Ireland where drivers travel on the left side of the road, or in other countries where the driver would experience a completely different driving environment, driving will become more of a challenge and insurance coverage can be prohibitive. If a driver is involved in a vehicle accident resulting in damages or injuries to another party, the driver may be detained by local authorities until a settlement is arranged with the injured party. Furthermore, depending upon the extent of damages or injuries to the other party, the driver may face charges filed by the country's judicial authorities.

4.7.2 Program directors or supervising employees who drive motorized vehicles while abroad must have a valid and appropriate license and follow all applicable local laws and safety precautions, including but not limited to refraining from text messaging, talking on the phone, accessing the Web, entering data, taking or viewing pictures or videos, or other activities that might cause a distraction while driving.

5.0 PROCEDURES

5.1 International Travel Procedures



5.1.1 Travelers must submit international travel requests and obtain required approvals in accordance with university guidelines. Program directors are responsible for submitting travel requests on behalf of their travel groups. The following documentation and requirements must be completed at least one month prior to departure for the approval of all international travel requests:

- 1) Clearance from IMS (for international travel involving university student groups)
- 2) Completed and approved travel request
- 3) *International Outbound Programs Student Participant Waiver* (students) or *International Study Programs Staff/Faculty/Volunteer Participant Waiver* (employees and volunteers)
- 4) Acquisition of international travel insurance through IMS
- 5) Clearance of Export Control requirements
- 6) *Assumption of Risk and Release for UVU International Travel* form for each traveler, including for accompanying adults and minors (if applicable)
- 7) *High Risk Travel Waiver* (if traveling to a country with a Travel Warning and/or CDC Level 3 Warning), for each traveler, including for accompanying adults and minors (if applicable)
- 8) Mandatory training (for faculty and staff traveling with students)
- 9) Additional requirements deemed necessary by IMS, the Travel Office, and other applicable offices

5.1.2 Travelers shall obtain international travel insurance through the IMS no later than 14 days prior to departure. In cases of extenuating circumstances, exceptions to this deadline may be approved by the Senior Vice President of Academic Affairs.

5.1.3 Travelers must consult with the University Compliance Officer to obtain clearance of Export Control requirements. If traveling with controlled equipment or technology requiring a license, the traveler should consult with University Compliance at least six months or more prior to departure.

5.1.4 Travelers shall consult with IMS to determine if there is a US Department of State Travel Warning or Travel Alert or a CDC Level 3 Warning for the countries or regions to which they propose to travel. If such alerts or warnings exist, travelers must meet the requirements and approvals in Sections 5.3 and 5.4 below before proceeding with such travel.

5.2 Preparation for International Travel

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5.2.1 IMS, in collaboration with various risk-related offices across campus responsible for health, safety, and compliance, will provide mandatory health and safety training for all program directors, students, staff, and accompanying guests prior to engaging in travel. A country-specific orientation shall be presented to all participants with an emphasis on safety issues. IMS will determine how often such trainings must be attended by travelers, including whether a prior training satisfies the requirements for an upcoming trip.

5.2.2 Program directors must ensure that all participants, including students, faculty, staff, and any other accompanying adults/minors, have provided their emergency contacts to IMS prior to departure. A copy of this information will be distributed to University Marketing and Communications, Risk Management, University Police, and the Sr. Vice President of Academic Affairs or other appropriate vice president.

5.2.3 Program directors are required to send a list of participants, together with itinerary and overseas contact information, to the US Embassy or Consulate nearest the program site. This registration may be completed online at <https://travelregistration.state.gov>.

5.3 Travel Alert Procedures

5.3.1 When the US Department of State issues a Travel Alert that restricts or otherwise strongly urges US citizens against travel to a country or region, the University's current travel programs in that country/region may be suspended.

5.3.2 New or continuing travel during a Travel Alert, either before the trip has commenced or where travelers are already in the country or region for which a Travel Alert has been issued, will be permitted only if approved by IMS and the Senior Vice President for Academic Affairs, in consultation with the General Counsel.

5.3.3 The University shall not require any student or employee (faculty, staff, or administrators) to travel to a country or region for which the US Department of State has issued a Travel Alert.

5.3.4 Travelers in academic programs who are required to return from travel early due to an active Travel Alert may be eligible to receive full or partial academic credit pursuant to program objectives and activities completed at time of departure.

5.3.5 Travelers who elect to remain in a country/region under a current Travel Alert without obtaining permission from the University as described in this policy must recognize that they do so at their own risk, that the University shall retain no further liability for, or association with, the unauthorized travel, and that the travel thereafter shall no longer be eligible for academic credit and/or expense reimbursement from the University.



5.3.6 Whenever possible, personal funds expended for authorized travel will be returned to travelers when a trip is cancelled for reasons outside the travelers' control. In cases where travel is postponed or suspended due to the imposition of a Travel Alert, The program director, in consultation with the relevant department and IMS, shall determine the amount to be returned to the appropriate program/individual. Travelers in academic programs who are required to return from travel early due to an active Travel Alert may be eligible to receive full or partial academic credit pursuant to program objectives and activities completed at time of departure.

5.4 Travel Warning/CDC Level 3 Warning Procedures

5.4.1 The University will not offer travel programs, and university employees and students should not commence or continue travel, to a country or region that is on the US Department of State Travel Warning or CDC Level 3 Warning list, except in exceptional and limited circumstances and only if approved under this policy. Faculty should avoid submitting abstracts for presentations or conferences on the Travel Warning or CDC Level 3 Warning list.

5.4.2 Requests for exceptions for faculty, administrators, staff, and students must come to IMS for review and must be approved by the Senior Vice President for Academic Affairs, in consultation with the General Counsel. Travels who are granted exceptions will be required to sign a university high risk travel waiver/release.

5.4.3 The University shall not require any employee (faculty, staff, or administrator) to travel to a country or region for which the US Department of State has issued a Travel Warning or CDC Level 3 Warning.

5.4.4 Travelers who elect to remain in a country/region during a Travel Warning or CDC Level 3 Warning without obtaining permission from the University as described in this policy may be subject to discipline and must recognize that they do so at their own risk, that the University shall retain no further liability for, or association with, the unauthorized travel, and that the travel thereafter shall no longer be eligible for academic credit and/or expense reimbursement from the University.

5.4.5 In cases where travel is postponed or suspended due to the imposition of a Travel Warning (or CDC Level 3 Warning), the program director, in consultation with the relevant department and IMS, shall determine the amount to be returned to the appropriate program/individual. Travelers in academic programs who are required to return from travel early due to an active Travel Warning (or CDC Level 3 Warning) may be eligible to receive full or partial academic credit pursuant to program objectives and activities completed at time of departure.

5.5 International Travel Emergency Procedures



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5.5.1 International travelers must take into consideration the possibility that, should they encounter difficulties abroad, the University and even the US Department of State may be unable to assist.

5.5.2 Prior to departure, international travelers should register with the US embassy(ies) in the area(s) to which they are traveling.

5.5.3 Should travelers encounter an emergency while abroad, and only if it is safe to do so, they should proceed to the nearest US embassy or consulate for assistance as soon as possible.

5.5.4 Additional resources for assistance while abroad:

- 1) Call Overseas Citizens Services at 1-202-501-4444 (for emergencies or to report a lost or stolen passport)
- 2) Call the local authorities (ambulance, police, etc.)
- 3) Contact or email your family
- 4) Contact your on-site program director
- 5) Contact the Office of International and Multicultural Studies at 1-801-863-8342 or after business hours at 1-801-863-8000

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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August 30, 2016